

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Idaho State Office  
1387 S. Vinnell Way  
Boise, ID 83709

In Reply Refer To:  
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June 26, 2006

EMS  
Instruction Memorandum No. 2006-056  
Expires: 09/30/07

To: ILT/IMF  
From: DSD for Support Services  
Subject: Assistance Agreement (Grants and Cooperative Agreement) Requirements

**Program Area:** All program areas involved in Federal financial assistance

**Purpose:** This Instruction Memorandum (IM) reiterates the attached Washington Office (WO) IM requiring the mandatory use of Grants.gov for the posting of all discretionary grant and cooperative agreement funding opportunities.

**Policy/Action:** The Grants Management Officers (GMO) formerly known as Assistance Officers must post all discretionary grants and cooperative agreement funding opportunities at the Grants.gov FIND website.

The definition of a discretionary grant is: A grant program that permits the Federal Government, according to specific authorizing legislation, to exercise judgment in selecting the project, grantee/recipient organization, and/or the amount of award through a competitive grant process. Grant programs with limited eligibility, e.g., Cooperative Ecosystem Studies Units (CESUs), and matching or cost sharing requirements may still be considered discretionary in nature as they contain competitive components.

Attached are the processes and requirements needed to post an announcement in Grants.gov <http://www.grants.gov/>, the new Statement of Programmatic Involvement (SPI), and the steps to browse Request for Applications (RFA) posted in Grants.gov.

**Timeframe:** This IM is effective upon issuance and applies to all future cooperative agreements and grants awarded under 43 CFR Part 12 or Office of Management and Budget Circulars A-102 and/or A-110.

**Background:** The Office of Management and Budget's final guidance on the Federal Grant and Cooperative Agreement Act of 1977 was published in the Federal Register (43 FR 36860) on August 18, 1978. The Act (revised and incorporated in Title 31 U.S.C. 6301-6308) characterizes the relationship between Executive agencies and contractors, States, local governments, and

other recipients in acquiring property and services and in providing Federal Government assistance.

The Act also prescribes criteria for Executive agencies in selecting appropriate legal instruments to achieve (a) uniformity in their use by Executive agencies; (b) a clear definition of the relationship they reflect; and (c) a better understanding of the responsibilities of the parties. The Act seeks to promote increased discipline in selecting and using procurement contracts, grant agreements, and cooperative agreements to maximize competition. Title 31 U.S.C. 6301-6308, however, shall not be cited as the authority for any grants, contracts, or cooperative agreements.

**Manual/Handbook Sections Affected:** None

**Coordination:** This IM has been coordinated with the Supervisory State Procurement Analyst, Chris Shaver, Lead Grants and Agreements Specialist who serves as Idaho's Lead Grants Management Officer, and the District Administrative Officers/Support Services Managers.

**Contact:** Please address any questions regarding this IM to Chris Shaver at (208) 373-3817 or Melinda Ritacco at (208) 373-4018.

**Boise District with Union:** No Union notification or negotiation is required.

Signed  
Anna F. Steele

Authenticated  
Shellie Hartsock  
Administrative Specialist

**Attachments:**

- 1 - WO Instruction Memorandum No. 2006-151 and Attachments (26 pp)
- 2 - Grants.gov Process for Discretionary Agreements (2 pp)
- 3 - Steps to Browse Grants.gov for Funding Opportunities (1 p)
- 4 - Statement of Programmatic Involvement (SPI) (2 pp)

## Grants.Gov Process for Discretionary Agreements

**Statement of Programmatic Involvement (SPI)** The instrument used to determine if the award document will be an agreement, grant, or contract. An SPI is required for all new agreements and existing agreements requiring additional funding that exceeds the original approved SPI. The SPI should be submitted electronically to the GMO.

**Purchase Request (PR)** Once the SPI is approved, submit a PR.

**Request for Application (RFA)** This process involves the preparation of the RFA to post in Grants.gov. It will require the Project Officer (PO) formerly known as Assistance Representatives (AR) to provide project background information, project objective and statement of joint objectives using the performance measure tied to the project.

Once the RFA is posted on Grants.gov it will remain open for 30 days unless otherwise approved by the GMO. Once the applications are received the PO and/or a panel (depending on the number of applications) will review and make recommendations for the proposal(s) that best fits the project.

**Listed are the documents received from the applicant:**

SF424, Application for Federal Assistance  
SF424a, Budget Information  
SF424b, Assurances  
Certifications Forms  
Negotiated Rate Agreement  
Proposal Submission  
Budget Breakdown

**Applicants are required to be registered in grants.gov in order to submit a proposal by using the listed website. <http://www.grants.gov/GetStarted>**

The GMO will process the agreement and send to the recipient for signature. The project can begin upon the signature of the GMO. The total process time to award an agreement is approximately 2 months.

**Information that must be submitted by Project Officer (PO)  
To Grants Management Officer (GMO)**

**First Submit:**

SPI in electronic format

**If Approved Submit:**

PR in IDEAS (for Idaho issued grants)

Project Name

Background Information

Purpose

Project Objective

Benefits

Statement of Joint Objectives/Project Management Plan

Cost Share Funding Requirements

How many awards are expected for the project

Length of project (1 -5 years)

BLM Project Officer and Project Inspector

Dates: Suggested grant award date

Evaluation factors in order of importance:

1. Purpose, Objective and Relevance
2. Technical Approach
3. Qualifications, Experience, Past Performance
4. Budget

**(These can be renumbered to fit the project)**

**Please view the Grants.gov website for examples of funding opportunities.**

## Steps to Browse Grants.gov for Funding Opportunities

- Access the website at <http://www.grants.gov/Index>
- Click on Find Grant Opportunities.
- Click Search Grant Opportunities, then you can click on any of the options or if looking for a specific agency, click on Browse by Agency.
- Select the agency desired.
- Select the desired Opportunity Title.
- The Synopsis will be displayed with a brief description of the opportunity.
- Select Full Announcement.
- Select either Doc or Zip file to view opportunity.
- Review specifically the sections describing the **Funding Opportunity, Eligibility Information, Cost Sharing, and Application Review Information** to get an idea of what's required from the Project Officer and the **required documents** the applicant is required to submit in addition to the SF-424, Application for Federal Assistance.

**STATEMENT OF PROGRAMMATIC INVOLVEMENT  
FOR A PROPOSED ASSISTANCE AGREEMENT (AA)**

**1. Title and Description:**

A. Proposed Name or Title of Project/Program:

B. Description of Project/Program:

C. Catalog of Federal Domestic Assistance (CFDA) number and title?

15.

**2. Legislative Authority that authorizes BLM to enter into this AA:**

A. Specific legislative authority for this project/program?

B. How does the legislative authority apply?

**3. Principle Purpose:**

A. What is the principle purpose of this proposed project/program?

B. How does the principle purpose of this proposed agreement support or stimulate a public purpose?

C. **Identify** the BLM Performance Measure(s) and number that apply to this project/program.

**4. Funding:**

A. Estimate the total Federal funding amount and any other assistance to be provided to the recipient during the term of the agreement.

B. Estimate the total commitment by the recipient(s) during the term of the agreement if known. Recipient commitments could be in the form of cash expenditures for supplies or services, the value of contributed services, etc. List third party commitments below.

C. Is there a requirement for matching funds for this project/program? If yes, what amount?

D. Estimate the total amount a third party(s) will commit to the program/project if known.

**Comment [A1]:** This is the programmatic questionnaire that must be completed by the Program Officer (PO). From the information contained in the SPI the Grants Management Officer (GMO) will determine if it is financial assistance. Some of the questions below cannot be answered until applications are received. For those questions state the following: "Unknown at this time".

**Comment [A2]:** Provide a short title for this program.

**Comment [A3]:** What will be accomplished by the recipient if BLM assists them with their project.

**Comment [A4]:** If you don't know the CFDA number and title contact your GMO.

**Comment [A5]:** List only Public Laws by name and their identifying number and U.S. Code section that specifically authorizes BLM to enter into the proposed agreement. An example is Federal Land Policy and Management Act of 1976 (FLPMA), as amended, 43 U.S.C Section 1737(b), P.L. 94-579, that states "Subject to the provisions of applicable law the Secretary may enter into contracts and cooperative agreements for the management, protection, development and sale of public lands".

**Comment [A6]:** Explain how the legislative authority applies to this agreement. In other words, if the authority is FLPMA, and it is for the "protection" of the public lands, how will this proposed project/program protect the public lands.

**Comment [A7]:** Explain why the recipient wants to accomplish this project. This project must be for them and not for the direct benefit or use of the BLM or it will need to be accomplished as a contract.

**Comment [A8]:** Describe the type of program/project of potential recipients that the BLM would be authorized to support or stimulate with funds, property or something of value authorized by the cited statute.

**Comment [A9]:** Every award must be tied to a BLM performance measure and the unit of measure i.e., Performance Measure number 1.1.14, Intermediate Outcome Measure: Reduce Hazardous Fuels: Number of acres treated that are in condition classes 2 or 3 in fire regimes 1-3 outside of WUI, and a ... [1]

**Comment [A10]:** Estimate the total dollar value for BLM over the life of the agreement. List the total dollars that BLM will reimburse the recipient(s) for which they will have allowable, allocable, and reasonable expenses. If there ... [2]

E. Estimate the number of awards to be made for this project/program.

**Comment [A11]:** If this SPI is for a specific project it may be only one award but if it is for a program estimate how many awards will be made.

**5. Involvement:**

A. Describe the nature of the relationship between the recipient and BLM during performance of the agreement if known. Will the BLM be substantially involved?

**Comment [A12]:** The GMO will need to determine if this will be awarded as a contract or financial assistance. If it is financial assistance they must decide if it is a grant or coop agreement. For a coop agreement substantial involvement is required. Explain your programmatic involvement with the recipient after the award. If you will have no involvement state that also.

B. Who will be the BLM program office point of contact (POC) before and after award?

**Comment [A13]:** The POC may be different before the award and a qualified Program Officer may administer the agreement after award.

**6. List any special issues to be considered in selection of the appropriate instrument.**

**7. Does the legislative authority restrict the type(s) of recipient(s) for this project/program?**

**8. Provide the name(s) of potential eligible recipients if known.**

Program Officer Signature:\_\_\_\_\_. Date:\_\_\_\_\_.

Program Officer Name:\_\_\_\_\_. Title:\_\_\_\_\_.

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Every award must be tied to a BLM performance measure and the unit of measure i.e., Performance Measure number 1.1.14, Intermediate Outcome Measure: Reduce Hazardous Fuels: Number of acres treated that are in condition classes 2 or 3 in fire regimes 1-3 outside of WUI, and are identified as high priority through collaboration consistent with the 10-Yr. Implementation Plan -- as a percent of all acres treated. Performance Measures can be found on the Budget (WO-880) website: <http://budget.wo.blm.gov/GPRA/performance.htm>

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Estimate the total dollar value for BLM over the life of the agreement. List the total dollars that BLM will reimburse the recipient(s) for which they will have allowable, allocable, and reasonable expenses. If there are other costs to BLM list them in addition to the dollars. If this agreement will last more than one year explain how long – not to exceed five years.